YSTV Rigging Plan & Safety Practices

Woodstock 2012

# Purpose

This document provides details of the YSTV coverage of Woodstock 2012, including the layout and schedule of rigging and de-rigging, and the practices in place to ensure the event is safe.

# Event Overview

YSTV will broadcast both stages live from a control room in V/120. From this room cabling will be run to provide video and audio feeds from the main stage out on Vanbrugh Paradise, the indoor stage in the dining hall along with to the balcony adjacent to V/119 which will be used for presenters for the Main Stage feed. The Indoor Stage will not have presenters. In addition a roaming camera will be used to put a presenter on the ground in the crowd, providing this proves technically possible.

# Key Personnel & Contact Details

Producer

Sam Nicholson sam.nicholson@ystv.co.uk 07772 532555

Co-producer, responsible for content and presentation

Rachel Sherlock rachel.sherlock@ystv.co.uk

Assistant Producer

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Responsible Person

Sarah Pickles sarah.pickles@ystv.co.uk

First Aider

John Caine john.caine@ystv.co.uk

Woodstock Coordinators (YUSU)

Nacho Hernando ihs500@york.ac.uk
Robyn Adams ra696@york.ac.uk

# Layout

Note that Appendix A of this document contains a series of overhead cabling and layout plans, which should be viewed in conjunction with this section.

## Control Room (V/N/120)

The control room will be set out with the east (Central Hall) side devoted to the Main Stage, with a large bank of monitors at one end showing all available video sources and the vision mixing gear, with sound, graphics and VT operating stations arranged further along the desk. Cabling and the various equipment required will be arranged on the floor behind these desks. A monitor speaker will be present at each end of the desk for the broadcast feed.

At the other end of the control room the Indoor Stage occupies a smaller area consisting of a vision mixer and monitors showing available sources along with a small sound rig and single monitor speaker.

The remaining space will be used for equipment storage and those crew members not actively filling positions.

## Balcony

The west edge of the balcony will contain a tripod-mounted camera facing the presenters, who will be stood outside the double doors on the balcony. When rigging care will be taken such that the cables contain enough slack to move the tripod and presenters into the waiting/circulation area in event of rain, with the excess stored under and behind the tripod when not needed.

As the balcony is somewhat old and potentially dangerous, there will be a maximum of four people on the balcony as a safety precaution. In addition the balcony becomes dangerously slippery when wet, and all those using the balcony must be aware of this and take care. As such a sheet containing these warnings will be pinned in the control room, and all those going on to the balcony must sign said sheet to acknowledge the warnings.

When not presenting, the presenters will make use of the sofas in the circulation/waiting area, and will be expected to prevent unauthorised individuals, particularly those not associated with YSTV, from going onto the balcony. While presenting, a floor manager will be present in the waiting area to prevent inadvertent interruption of the broadcast.

Cabling to this area will pass out of the V/N/121 windows, across the short gap before being secured to the railings at the end of the balcony.

## Edit Room (V/N/119)

This room will contain one of YSTV’s edit computers, networked to the rest of the setup. This room may also be used for equipment storage.

Cables to this room will pass out of the V/N/120 windows and into the adjacent V/N/119 windows.

## Mix Room (V/N/139)

This room will contain the Sky News camera as a long shot of the stage, along with the mixing desk, fed from group outputs of the JSS main mixing desk dropped straight down from the window. Michael Chislett (current YSTV Deputy Technical Director) will liaise with JSS for exact details.

Cables to this room will follow those to the balcony, then run around the edge of the balcony either between the floor boards or interweaved among the railings, before going through the V/N/139 windows.

## Main Stage

Three cameras will be positioned on the main stage. These will consist of the “Howard” remote moveable camera, one mounted on the dolly in front of the stage and final camera free to roam across the stage.

The “Howard” camera will be attached to the lighting rig by means of a hook clamp, which will again be discussed with TSS by Michael Chislett. This camera can then be controlled remotely from the control room. Michael will also arrange with TSS for a power feed to operate the cameras on the stage.

The dolly will be secured to the ground in front of the stage by gaffer tape, inside a set of plastic crowd barriers to protect the camera operator from the audience. This camera can also be removed from its tripod and handheld, at the discretion of the director and camera operator.

The two crewed cameras will be fed by umbilicals from the centre-rear of the stage, with the onus on operators to take care of where their cables are.

The camera operators will be provided with comms earpieces back to the director for instructions, along with a floor manager with a radio and text-based communication back to the control room.

## Indoor Stage

At the back of the indoor stage will be a camera mounted on a tripod next to the sound and light control area, as a static wide shot, with an operator provided personnel are available. This camera will be mounted on a small box to provide adequate height.

In addition, depending on availability of cameras, up to two more will be free to roam the stage and surroundings, linked by an umbilical to cables terminating on the south wall of the room, level with the stage, which will then run along under the window back to the corner where the main cables enter the room.

## Roaming Team

Subject to the technology being available, one additional camera will be free to roam throughout the crowd and anywhere wireless networking is available. This will consist of a camera operator wearing a backpack containing a transmitter laptop however the rig should be self-contained without the risk of trailing cables, with the possible exception of a presenter’s microphone.

# Rigging Plan

The rig will be spanned over three days, starting from Thursday 21st June through until Saturday 23rd June. Sam Nicholson will discuss with the porters the possibility of YSTV taking possession of the keys to our rooms across this period, to save them having to come and lock up/unlock for us. In the event keys are held, they will be deposited in the YSTV studio overnight or in the room itself when in use.

## Thursday

Porter’s trolleys will be sourced and much of the required equipment for the control room will be migrated from the YSTV studio and will be set up and tested. No exterior cabling will take place. As soon as the equipment has been moved trolleys will be returned.

## Friday

All long-distance cable runs will be set up, and the remaining rigging for V/N/119 and V/N/139 will take place, along with any leftover control room setup. Windows with cables passing through them will be closed as much as possible and those cables forced to terminate outside (at the back of the main stage and the balcony) will be wrapped in plastic bags to protect the connectors, along with all source equipment being disconnected from power overnight.

Provided the main stage is built by this point, the cable run will terminate just inside the staging.

YSTV aims to leave by 8-9PM for the entire team to get a good night’s sleep.

## Saturday

All the cameras will be connected, via umbilicals where needed, to their cable runs and final testing and troubleshooting of comms, cameras and the stream will take place. A briefing session for all crew will happen at around 10:30 detailing how the crew assignment blackboard works and how the day will run. Shortly before 12 the show will begin across both stages and continue throughout the day.

During the show Rachel will handle presenters and main stage overall show direction, with the indoor stage acting relatively autonomously. The blackboard in the control room will contain a crew sheet and crew will be rotated between each act, with short VT bumpers constructed to fill the gap where needed. Meanwhile Sam will spend the show making sure the crew are rotated, fed and hydrated and generally keeping tabs on their wellbeing.

After the show, shortly after midnight, small groups will begin reeling in the longer cable runs to the two stages, while others retrieve all the gear left in those areas. Everyone else will detach every cable in the control room and coil and sort them until the first few groups are back, at which point the rooms will be locked and the team will go home.

## Sunday

On Sunday morning a handful of people will come back and spend a few hours transporting all the gear back to YSTV and tidying it away correctly.

# Safety Precautions

* Areas behind the desks in the control room will contain large number of tangled cables and potential trip hazards in an enclosed space. This region will be off-limits to all but trained members of the technical team or those under their supervision.
* All users of the balcony must follow the warnings given in the above section.
* At no point will mains power cabling cross between rooms or out of windows, all power will be sourced from local sockets, except for low voltage comms and microphone supplies.
* Everybody working close to a stage for any length of time (i.e. camera operators) will be issued a set of ear defenders, to be worn at all times. These will fit over earpieces enabling the use of comms for camera operators.
* All cables moving at height will be lowered to the ground whilst a team member stands below to ensure no passers-by are injured.
* Cabling across walkways and single-storey rooftops will be taped to the boom pole, which will be extended and used to drag the cables in to place; at no point will working at height be involved.
* Cabling between windows will be lowered to the ground as above, then attached to a guy-line and lifted back to the target window, all under guidance from an observer on the ground.
* Long clusters of cables will be taped together every few metres to prevent them spreading out and potentially falling.
* Signage, enforced by Event Stewards and Doorsafe will restrict attendees without passes from going up to Vanbrugh first floor to ensure YSTV, URY and others are not harassed.
* Users of the jib must receive training from John Caine beforehand, such that he is confident to their competence.

# Appendix A: Cabling Diagram

Enlargements are available on request from sam.nicholson@ystv.co.uk. Note that the room shown on these plans as V/N/121 is actually V/N/120 however the drawing contains an error.

